

FPA BOD Minutes - 2/22/2017 @ 7:00 pm

Minutes taken by Genevieve Llamas on behalf of the Board Secretary on 2/22/2017

Minutes approved by the board on _____ (TBD 2/26/2017)

| Attendance | | |
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| Members of the Board | -Jim Housel (President -Georgia Graves (Vice President) -Steve Mullen (Treasurer) -Ruth Bennett (Secretary) | -Ingrid Parris-Hicklin -Kevin McFarland -Jim Southworth |
| Members of the Board in Attendance | -Jim Housel (President -Georgia Graves (Vice President) -Steve Mullen (Treasurer - arrived 7:17 pm) -Ruth Bennett (Secretary) | -Ingrid Parris-Hicklin -Kevin McFarland -Jim Southworth |
| Staff in Attendance | Chuck Peña , Danny Olewine, Jerry Ferguson. Steve Ruddell (Steve Ruddell by phone) | |
| Members in Attendance | Abdiel Garcia, Ben Zuhl, Ahmed Selim, Fran Dwornik | |

| BOD Meeting Open | | |
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| Call meeting to order at 7:35pm | Jim Housel (President) | -Welcome comments -Call for conflicts of interest -Reminder of Code of Conduct -Accolades and acknowledgements - Ingrid: Chuck's preparation of Black History Month program / Jim S: League of Women Voters at their state convention, Inside Scoop is covering LWV debates |
| Meeting Agenda | Jim Housel (President) | -Motion to approve agenda made by Kevin, second by Jim S, no one opposed or abstained, motion carries, agenda accepted as is |
| Approval of Minutes | Ruth Bennett (Secretary) | -Nov 2016: one change to policies and procedures in the manual - "The existing formats are for <u>SD</u> (<i>changed from HD</i>), because we have outside producers, and some may want to continue to submit SD |

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| | | <p>programs <i>added: (the proposed formats are for HD).</i>"</p> <ul style="list-style-type: none"> -Motion to approve Nov 2016 minutes moved by Georgia, seconded by Kevin, motion carries, Nov. 2016 minutes approved -Approval of Jan 2017 minutes deferred to Mar 2017 -Jim H mentioned that John Henkel officially resigned from the Board, contributed to development of FPA as a professional organization, currently two vacancies on the Board of Directors |
| Monthly Reports | | |
| Executive Director | Chuck Pena | <ul style="list-style-type: none"> -Black History Month programming on FPA channels – numerous programs that have not aired on FPA channels before, including all-black classic movies, documentaries, award-winning and high quality selections -Booklet released to the Board of Supervisors, the Consumer Protection Commission, Louise Anderson at Verizon, CEO of Comcast Brian Roberts, local representative from Comcast, Cox Virginia Public Affairs Director Barrett Stork, Cox VP of Public Affairs Kathryn Falk, and former Cox Virginia VP & GM Gary McCollum, president of local NAACP Kofi Annan -Next year for Black History Month program hopes to involve George Mason University and include entire Metro region to get coverage from The Washington Post and Washingtonian magazine -Neil Pickering resigned from Programming Department, Ryan Wilson was promoted from Equipment Room to Programming Coordinator position -Letter regarding sexual harassment sent out - individual who came forward was assured anonymity, Rocio and Chuck both met with the individual |
| Operations | Steve Ruddell | <ul style="list-style-type: none"> -Requested that the Board approve holidays, since renewals for studio reservations from Jul 2017 to Dec 2017 will be sent out: Tue Jul 4, Mon Sept 4, Mon Oct 9, Fri Nov 10, Thu Nov 23 and Fri Nov |

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| | | <p>24, Sun Dec 24 and Mon Dec 25</p> <p>-Suggests that FPA close on Tue Dec 26 -</p> <p>Chuck suggests to leave Dec 26 open unless no one reserves FPA facilities, does not want to deny members the opportunity to produce on the 26th / Georgia says most businesses give two days off for major holidays, having 26th off would allow time after the 25th for employees to travel back from elsewhere / Jim S suggests that FPA can open at 4pm on the 26th for studio usage / Steve M is in favor of closing on the 26th as long as hiatus is not the week after / Ingrid suggests that producers like to be able to use FPA facilities when they are off work, suggests to view reservation schedule a month before Dec 26</p> <p>-Producers must let staff know by Nov 27 if they want to book studios on Dec 26</p> <p>-Christmas party and Member Meeting dates to be approved in Apr 2017</p> |
| Engineering | Danny Olewine | <p>-A lot of network work lately</p> <p>-Items purchased on Ops are starting to arrive</p> <p>-Backbone of network is faster, more robust, more reliable</p> <p>-Lighting in Studio B has been completed, project managed by Lisa Clarke, Engineering wants to integrate lighting boards into reset system</p> |
| Development | Jerry Ferguson | |
| Training | Jay Erasquin | |
| Programming | Maryam Shah | <p>-Chuck comments that video files can be sent to Maryam from within the studios, Lightworks stations, and Edit 1 computers</p> |
| Office Manager | Rocio Lopez | <i>-Financial report distributed-</i> |
| Director Reports | | |
| Director of Finance Operation Development | Steve Mullen | <p>-During the last meeting, Rocio initially approved to be assistant treasurer, but she cannot serve in a treasurer role. . For important internal control purposes, she could not access accounting records while being designated to serve as treasurer (i.e.</p> |

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| | | <p>includes authorization to sign checks.)</p> <ul style="list-style-type: none"> -Will discuss with our outside auditor Dan Burnett - Suggests that a designated backup to the treasurer could be an FPA member with financial background, or we could approach an accountant and pay her/him -No near-term situation that necessitates identifying a backup to the treasurer immediately -Worked with Kevin on completing the documentation to designate Rocio as the backup fiduciary for the retirement plan and backup to oversee cash management accounts |
| Director of Financial Management | Kevin McFarland | -Nothing to report |
| Director of Community Development | Georgia Graves | <ul style="list-style-type: none"> -Northern VA Chamber of Commerce: Greater Innovation Awards, March 3; Valor Awards, March 17 -Greater Reston Chamber: Supporting and Retaining Employees, March 16; Economic Growth in Reston and the Commonwealth, March 30; Best of Reston, April 6 -Ingrid asks re: Best of Reston - What is ROI? Do we have a budget for investing in promotions? Do we have an overall picture for the investment? / Steve M comments that there is \$30,000 budgeted for promotion and outreach / Ruth comments to defer and come up with an outreach plan -Motion to approve use of \$3,000 for the Best of Reston made by Georgia, seconded by Jim S, Ruth and Steve M opposed, Kevin abstained, motion carries -Purpose of attending events is to engage and connect with organizations -Dulles Regional Chamber: Business Insights for Navigating the Trump Administration, March 8; Dished 2017!, March 24 -Committee for Dulles: TSA and US Customs and Border Control, March 16 |
| Director of Promotional Development | Ingrid Parris-Hicklin | -Meeting set up with the Office of Public Private Partnership, with Chuck - they manage grant funding area, Channel 16 will also attend |

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| | | -Sent out job announcements, statement added about reporting back to Board |
| Director of Strategic Development | -vacant- | |
| Internal Affairs & Operations Development | Jim Housel | -No report |
| Director of Technology Development | Jim Southworth | -More live shows are being done off-site -Teaching other producers about off-site productions, and including producers in planning and operations |
| Director of Performance Development | -vacant- | |
| Director of Member Development | Ruth Bennett | -Sent out an email to members of Member Committee regarding Lightworks and live-to-tape producers, and moving them along to get them ready for switch to HD -Suggests putting together email list of live-to-tape producers, those producers can be targeted with emails -Question: Have any shows edited in Lightworks been turned in? Chuck says numerous producers have submitted shows edited in Lightworks |
| Unfinished Business | | |
| | | -None |
| Close Meeting | | |
| Add new items to next month's agenda | | -None |
| Confirm next meeting date | | -March 29 -Motion to adjourn by Kevin, seconded by Steve M, meeting adjourned at 8:06pm -Executive meeting to follow |